

**Wisconsin Youth Apprenticeship
Local Grant & Program Application
Guidelines and Instructions**

2013-14

REQUEST FOR PROPOSALS

Application Deadline **May 31, 2013**

**Wisconsin
Department of Workforce Development**

<http://dwd.wisconsin.gov/youthapprenticeship/>

April 2013

Wisconsin Youth Apprenticeship Local Grant and Program Application Guidelines

Purpose of Funding

Youth Apprenticeship (YA) Grants created under 1999 Wisconsin Act 9 and administered by the Department of Workforce Development (DWD), are available to fund youth apprenticeship consortiums authorized under Wisconsin Statute 106.13. *The purpose of the grants is to provide seed money for establishment and ongoing operation of YA consortiums.* All consortiums must be approved by DWD in order to operate a YA program whether or not they receive state grant dollars.

Request for Proposals

DWD is issuing this Request for Proposals (RFP) to solicit applications for the 2013-14 State Fiscal Year. A total of **\$1,858,500** is available for the grant period from July 1, 2013, through June 30, 2014. Applications will be reviewed and recommended for funding by June 28, 2013, with grant effective dates of July 1, 2013, through June 30, 2014.

Eligible Applicants

Funding under this RFP is available to consortiums, expected to partner with representatives from the following groups, and mutually commit to participate in support of the DWD-YA program via the consortium steering committee:

- one or more school district
- other public agency
- nonprofit organization
- one or more college in the Wisconsin Technical College System
- registered (adult) apprenticeship
- organized labor
- employers
- other contributing individuals
- WDA

The consortium coordinator is selected by the steering committee. Any consortium may operate a state YA program without funds, but must submit an application to DWD for approval to operate.

For the fiscal year of funding, school districts may choose to affiliate with one or more consortiums under agreed-upon terms. School districts may also choose to newly affiliate with an existing consortium during the fiscal year, though the terms of the new consortium affiliation must not negatively impact the terms of already existing consortium affiliations for the fiscal year.

Application Requirements

In order to be considered for funding in 2013-14, eligible applicants are required to:

- Limit state-funded costs per student to a maximum of \$900 per youth apprentice (total grant amount awarded for this application, divided by the number of students enrolled);
- Provide at least 50% matching funds;

- Submit for a grant of no less than \$20,000 and 23 students;
- Submit a signed Partnership Agreement for each partner (Appendix D)
- Submit a signed Affiliation Agreement for each affiliated school district (Appendix E);
- Demonstrate capacity to deliver the program in accordance with the DWD YA Program Operations Manual, and all requirements included in this RFP; and
- Designate a consortium coordinator who will ensure the execution of the following responsibilities:
 - a. Program Development and Management
 - b. Recruitment and Marketing
 - c. Evaluation and Reporting

Fiscal Agency for Partnership Applications

This application must name the Fiscal Agency and agent who has demonstrated fiscal integrity and has the capacity to comply with all financial grant requirements. No agency may serve as the fiscal agency for no more than one grant application under this RFP.

Grant Period

Applications under this RFP will be approved for one year, effective **July 1, 2013**, through **June 30, 2014**. *All grant awards are contingent upon the availability of state funds throughout the grant period.*

Program Requirements for 2013-14

- At least 75% of the youth apprentices enrolled in the program are expected to successfully complete the program and receive a state skill certificates.
- At least 60% of two-year graduates are expected to be offered employment by at least one of the employer that provided on-the-job training for the youth apprentice.

Allowable Use of Grant Funds

Grant funds may be used only for YA programs, authorized under Wis. Stat. Section 2020, Chapter 106.13, for the following activities:

1. Recruiting employers to provide training and supervision for youth apprentices;
2. Providing technical assistance and mentor training to employers;
3. Recruiting students to participate in the program;
4. Monitoring the progress of youth apprentices;
5. Coordinating YA activities within and among participating school districts, postsecondary institutions and employers;
6. Coordinating academic and related instruction for the students;
7. Coordinating overall school-based and work-based learning for youth apprentices;
8. Coordinating secondary and postsecondary education for youth apprentices;
9. Providing the required related instruction for the youth apprentices (may include software license);
10. Materials/tools needed by the Coordinator to provide marketing and/or training for employers, students, parents and other stakeholders (examples may include - portable A/V equipment, table top displays)
11. Support services for students; and
12. Administrative costs (limited to 5% of program costs).

Prohibited Use of Grant Funds

Examples of items that will not be funded through this grant include, but are not limited to:

- Youth apprentice wages, fringe benefits, stipends or direct cash assistance;
- Classroom instruction for non-youth apprenticeship students;
- Equipment for participating employers;
- Classroom equipment;
- Transportation costs for youth apprentices to and from worksites and/or related instruction;
- Out-of-state travel for staff or students;
- Staff or student costs for conferences, workshops, memberships that do not directly benefit the YA program;
- Providing funds directly to a business or employer unless DWD-approved exception.

Grant Awards

Approval of grant applications and level of funding will be awarded based on:

- Capacity to deliver the program in accordance with all requirements outlined in the YA Program Operations Manual – (refer to http://dwd.wisconsin.gov/dwd/publications/dws/youthapprenticeship/detw_9654_p.pdf), and all requirements listed in this RFP;
- Satisfactory grant performance review from prior year;
- Cost-effectiveness of proposed program (ex. proposed cost per youth apprentice, proposed cost of related instruction, etc.);
- Actual expenditures and enrollment vs. plan from prior year (minimum 75% at end of third quarter expected);
- Enrollment and completion trends in prior grant years.
- Evaluation of planned strategies to increase opportunities for at-risk/disengaged, nontraditional and/or disabled students.

If a partnership has reorganized, prior performance of the former partnership(s) will be considered. DWD reserves the right to negotiate or adjust final funding amounts with individual applicants.

Appeal Process for DWD Funding Decisions on Applications

Funding decisions may be appealed in writing and may be made only on the grounds that a substantial procedural error was made in reviewing the application.

Written appeals must be received no later than 15 working days after the applicant has received written notification of application results. Appeals may be sent to:
Cathy Crary, DWD/DET, P.O. Box 7972, Madison, WI, 53707-7972.

Technical Assistance

The following DWD staff are available for technical assistance during the application process:

| | | |
|-----------------|----------------|--|
| Amy Phillips | (608) 267-3214 | Amelia.Phillips@dwd.wisconsin.gov |
| Francine Horton | (608) 267-7210 | Francine.Horton@dwd.wisconsin.gov |

Application Submittal

Applicants are encouraged to use the Application Checklist before submitting their applications to ensure that all attachments are included. *Incomplete applications may not be accepted.*

Electronic applications are preferred. They must be submitted on the DWD format, in Word 97 or higher. Send electronic applications to Amelia.Phillips@dwd.wisconsin.gov by **May 31, 2013**. Confirmation will be returned to verify receipt.

If submitting a hard copy, submit one (1) complete copy of the application materials to the following address:

By U.S. Mail:

YA Applications
DWD/DET/Youth Apprenticeship
P.O. Box 7972
Madison, WI 53707-7972

By Courier or Hand-Delivery:

YA Applications Room E100
Dept. of Workforce Development/DET
201 East Washington Avenue, RM E100
Madison, Wisconsin 53703

Hard copy applications must be received by DWD no later than 4:30 P.M. Friday, May 31, 2013. (The building closes at 4:30 P.M.).

Do not include cover letters, binders, plastic covers, folders, etc. Printed applications should be one-sided and stapled in the upper left-hand corner.

Faxed applications will NOT be accepted.

Applications must be assembled in the following order:

- Application Cover Sheet
- Application Narrative
- Budget Worksheet
- Budget Page
- Quarterly Program Plan
- Program Area Chart
- Coordinator List
- Grant Partnership Agreements
- Affiliating School District Agreements

Questions Pertaining to the Grant Application

Please email or send US mail any questions to:

Francine Horton
DWD/DET
P.O. Box 7972
Madison, WI 53707-7972
Email address: Francine.Horton@dwd.wisconsin.gov

Responses will be provided directly and/or posted on a Frequently Asked Questions page on our website at <http://dwd.wisconsin.gov/youthapprenticeship/> under "2013-14 RFP."

Appendix A

Youth Apprenticeship Program Design Options**Key Elements of a YA Program**

- Industry-developed skill standards
- Exposure to multiple aspects of the industry
- Skilled mentors
- Paid on-the-job work experience
- Related classroom instruction
- Standardized competencies
- Performance evaluation of demonstrated competencies
- State-issued skill certificate

Basic Program Design Elements

- Four standardized courses of classroom instruction
- Minimum 900 hours of work-based learning (may be more)
- Juniors and seniors in high school
- Classes/work-based learning scheduled concurrently
- State Certificate of Occupational Proficiency upon completion
- Statewide advanced standing credits in technical college in related program

Allowable Program Variations

- Work-based learning in the two-year program may begin as early as April 1 after the sophomore year (compliance with child labor law age restrictions apply) or as late as March during the junior year.
- AYES*/YA students may be enrolled concurrently in both programs (900 hours of work-based learning required for YA certificate or 450 hours for certificate of recognition).
- Students may complete second year of the two-year program requirements after high school graduation, while enrolled in a post-secondary education program in a related field or while still enrolled in YA classes (with school district approval).
- Students may complete one year of the program and receive a DWD Level One skill certificate.
- Articulated credits must be locally negotiated.
- DWD-approved “vendor based” programs will follow the requirements of the particular program (e.g., Cisco Networking).

**Automotive Youth Educational System*

Appendix B**Instructions for Completing the Budget and Budget Worksheet**

The Budget Page and the Program Plan should include details for all grant funds requested. Please note there is one cost limit within the budget –a maximum cost amount of \$900 per estimated youth apprentice from DWD-YA grant funds. Matching funds may be used to supplement the \$900 limit, and are not included in calculating the cost per youth apprentice.

Definition of Budget Categories**Program Costs**

- YA Coordinator/Program Staff
 - Salary, fringe, travel, and all other associated costs for YA Coordinator and program staff positions funded by the grant (does not include school-based coordinators, which should be included under Student Costs);
 - Associated costs for coordinators including mileage, travel (in-state only), workshop fees (in-state only, YA related), etc.
- Student Costs
 - All costs associated with the related instruction (high school or contracted costs, cost of curriculum, student handbooks, books, etc.);
 - Other student-related materials and supplies;
 - Costs of recruiting new students (such as brochures, mailings, student/parent meetings);
 - All school-based coordination and supervision.
- Employer Costs
 - All costs associated with recruiting new employers (such as brochures, mailings, meetings);
 - Cost of providing technical assistance to employers (such as mentor training, mentor meetings, etc.).

Note: Grant funds may not be used for student wages.

Administrative Costs - Maximum of 5% of total program costs

Costs associated with operating the program, such as preparing and submitting grant requests, percentage of director's or administrator's time, preparing and submitting required fiscal reports and enrollment information, overseeing budget expenditures. Any costs reported under function codes 230 000, 240 000, and 250 000 in the Wisconsin School District Financial Reporting Requirements (June 15, 1999) should be included in this category.

Appendix B

Instructions for Completing the Budget Worksheet

The Budget Worksheet should provide detailed information for the use of all grant funds being requested. For each budget category listed on the Budget Page, break down the specific items that constitute the total cost.

All costs must be within allowable cost limits.

Under Local Matching Funds, identify the source(s) of matching funds. The total amount of matching funds must equal 50% of the total grant amount (see Appendix C for details).

Instructions for Completing the Budget Page

The Budget Page will automatically fill from Budget Worksheet information.

Do not fill in the column labeled "DWD Use Only."

Appendix C

**Local Youth Apprenticeship Grants
Matching Funds Requirements for 2013-14**

Wis. State statutes require that local YA partnerships awarded a Local YA Grant from DWD provide matching funds equal to 50% of the grant amount awarded.

Definition of Matching Funds: The portion of YA program costs paid for from other federal, state or local sources, either through in-kind or direct cash assistance.

Basic Requirements:

- Match funds must be used for services, activities, materials, and personnel that are necessary and reasonable for the operation of the YA program.
- Match funds must be incurred within the same time period as the Local YA grant.
- Match funds must be adequately documented and verifiable.
- The matching funds requirement applies to the total amount of the grant awarded to the local partnership, not to individual school districts within the partnership.
- Grantees will be required to report matching funds to DWD. It is the responsibility of the local partnership to establish reporting systems within the partnership structure in order to meet the reporting requirement.

Allowable Match: Any combination of federal/state/local cash and/or in-kind sources that are necessary and reasonable to operate the YA program. Examples of allowable federal sources could be Carl Perkins, Tech Prep, Service Learning, and/or WIA funds. Examples of allowable local sources could be community organizations, local businesses, individuals, chambers of commerce, or other sources that fund or support youth training activities such as YA.

Cash contribution: Any cash contributions provided by state or local governments, federal/state/local organizations, businesses or business organizations, foundations, and/or individuals.

Definition of In-kind Match: Donations of services, staff time, instructional costs, or supplies that are necessary to operate the program but are not paid with YA grant funds. In-kind costs may be paid for from other federal, state, or local sources, based on actual cash value (i.e., cost per hour for personnel, value of supplies, etc.). Costs must be verifiable and documentation maintained about how the value of in-kind match was determined.

Examples of in-kind match include, but are not limited to:

- Public service announcements for recruitment and information to participants and employers.
- Advertising costs, printing, or other professional services
- Staff time and classroom space (for required classes)
- Instructional costs provided by the local school district and/or technical college at no cost to the participant or the grant
- Program administration costs provided by the fiscal agent
- Salary and fringe for the YA coordinator

Appendix C

Examples of cash match include, but are not limited to:

- Donations to cover the cost of uniforms and supplies for the youth apprentices
- Donations to cover the cost of books and classroom supplies for the students
- Donations to sponsor student/business recognition or graduation events
- Donations to cover the cost of classroom tuition and fees
- Donations to cover the cost of staff salaries and fringe

Excludable match (cash or in-kind)

- Cost of construction or purchase of facilities.
- Employer's wages paid to the youth apprentices.
- Cost of equipment used to train youth apprentices.

Instructions for Reporting Matching Funds

Matching funds must be reported to CORE on the YA electronic expenditure request http://dwd.wisconsin.gov/dwd/forms/adm/fis_14825_e.htm submitted to DWD. They may be reported monthly, quarterly, or annually.

The 50% match requirement only applies to the total DWD grant amount.

For additional information on CORE visit the *Getting Started* page at:
<http://dwd.wisconsin.gov/core/gettingstarted.htm>

Appendix D**YA Partnership Agreement
(2013-14 Fiscal Year)****Partnership Responsibilities**

The following activities are examples of possible contributions by agency partners (other than affiliated school districts) in support of the Youth Apprenticeship consortium.

1. Assist in recruiting or referring students. Distribute promotional materials to potential YA students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, employers and community organizations.
3. Serve as a steering committee member for the consortium, and attend regularly scheduled meetings as requested.
4. Assist the consortium coordinator in recruiting job sites and mentors as requested.

Name of Partnership:**Terms of Partnership Agreement**

Describe specific mutual understanding between the named YA partner and the YA consortium. Explain the role this partner plays in support of the YA consortium (e.g. serves as a member of the YA steering committee; contributes identified funds or other resources in support of the YA program; recruits employers and/or students for YA, etc.)

Signatures:

Partner Agency Representative

_____ Date _____

Print Name:

Consortium Coordinator

_____ Date _____

Print Name:

Appendix E
**YA School District Affiliation Agreement
(2013-14 Fiscal Year)**
School District Responsibilities

The following activities, assured by the school district superintendent, are expected to be performed by staff in the districts schools participating in the Youth Apprenticeship partnership.

1. Assist in recruiting students. Distribute promotional materials to potential YA students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, and community organizations.
3. Serve as the program liaison with the YA consortium coordinator and attend regularly scheduled meetings as requested.
4. Meet with the YA students on a regular basis.
5. Maintain student records for local and state reporting.
6. Oversee the academic grades and graduation status of the YA student.
7. Assist the YA consortium coordinator in recruiting job sites and mentors as requested.

Name of School District:

Provide complete information for the following table for each

| Name of High School | YA Career Program | Name of School-based Coordinator | # Students 2013-14 |
|----------------------------|--------------------------|---|---------------------------|
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Terms of Affiliation Agreement (Describe the specific understanding between the school district and consortium as to the circumstances for recruitment and YA employment of students through this consortium (i.e. specific programs; process for student recruitments, etc. If there are no restrictions, this must be explicitly indicated.):

Signatures:

School District Superintendent _____ Date _____

Print Name:

Consortium Coordinator _____ Date _____

Print Name:

Appendix F

YA Consortium Steering Committee Composition (2013-14 Fiscal Year)

Steering Committee Responsibilities

Steering committee members are all equal in the decision making process. The committee is responsible for the local program design and operation from A to Z. This includes:

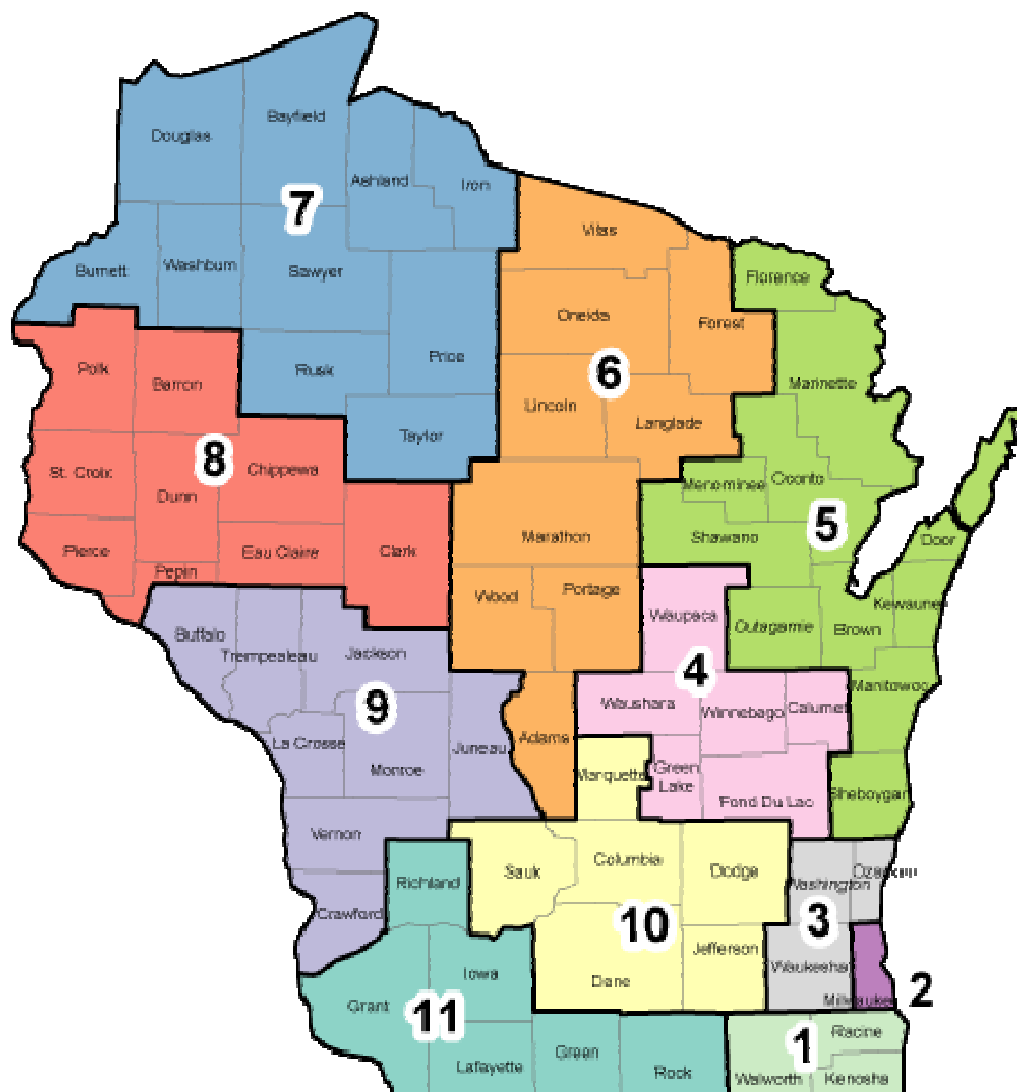
5. Identification and selection of the occupational areas appropriate for the community
6. Recruitment and marketing strategies, (e.g. how will students, parents, community members be informed about the program, student selection criteria, career counseling, etc.)
7. Development of the administrative structure
8. Determination of the learning delivery system, including:
 - a. School based issues (e.g. where will the instruction take place, who will provide it, school credits to be awarded, curriculum mapping, advanced standing agreements, etc.)
 - b. Work based issues (e.g. how will mentors be selected and trained, work hours and schedules for the students, student wage, etc.)
9. Interviewing and hiring process for students
10. Program oversight and monitoring
11. Evaluation of program outcomes, and improvements in program delivery

Name of YA Consortium:

Grant #:[illegible]

Appendix G

Wisconsin's Workforce Development Areas



| | | |
|--------------------|-----------------------|------------------------|
| WDA 1 - Southeast | WDA 5 - Bay Area | WDA 9 - Western |
| WDA 2 - Milwaukee | WDA 6 - North Central | WDA 10 - South Central |
| WDA 3 - WOW | WDA 7 - Northwest | WDA 11 - Southwest |
| WDA 4 - Fox Valley | WDA 8 - West Central | |

Wisconsin Department of Workforce Development Labor Market Information August 2012

Appendix H

Tips for Writing a Successful Youth Apprenticeship Grant

- All key staff responsible for operating the program and steering committee members should be involved, to some extent, in writing and/or developing the grant application. Successful program performance depends on key staff to meet or exceed the grant goals with guidance from their steering committee.
- Be sure to answer every question and attach all requested attachments. Use the checklist as a guide before mailing the application.
- Make sure your response answers the question that was asked. Don't force the reviewer to search for your answer.
- Provide clear, concise answers.
- Clearly explain any strategies or action plans. Use specific examples.
- The Budget Worksheet should clearly explain every cost.
- Make sure all costs are consistent. For example, if 50 youth apprentices are to be enrolled in the program, the Budget Worksheet should not list "Materials for 200 students."
- Make sure your math is correct -
 - Ask someone to proofread the grant who is not involved in writing it. Fresh eyes may catch errors or inconsistencies.
 - Provide the "big picture." The state is interested in funding a high-quality, comprehensive YA program. Even activities not funded through the grant should be listed as part of the overall program description. The grant application should demonstrate local support for the program.

Appendix I

Youth Apprenticeship Application Checklist

Applicants are encouraged to use this checklist to ensure that their application is complete. Refer to the RFP Guidelines for application submittal deadline and procedures.

No faxed applications will be accepted. Electronic applications are preferred.

If submitting a hard copy please do not include cover letters, binders, plastic covers, folders, etc., on printed copies. Application should be one-sided and stapled in the upper left-hand corner.

| Contents | ✓ Completed |
|---|--------------------------|
| Application Cover Page is complete - <u>all</u> information filled in | <input type="checkbox"/> |
| Application Narrative is limited to six pages | <input type="checkbox"/> |
| Budget Page is complete and checked for accuracy - | <input type="checkbox"/> |
| Budget Worksheet is complete - | |
| ➤ Detail is provided for all cost categories | <input type="checkbox"/> |
| Cost categories match budget page | |
| ➤ Quarterly Program Plan match totals on cover and budget page | <input type="checkbox"/> |
| Student counts agree all places where student numbers are required | <input type="checkbox"/> |
| Steering Committee Chart is completed | <input type="checkbox"/> |
| School District Affiliation Agreements are complete, signed, scanned and included with grant application. | <input type="checkbox"/> |
| Partnership Agreements are complete, signed, scanned and included with grant application. | <input type="checkbox"/> |
| Confirm that you are submitting the <u>2013-14</u> YA Application | <input type="checkbox"/> |

Appendix J

**YA Local Grant & Program Application
Terms and Definitions**

At-Risk Student: A student who meets the definition, under s.118.153(1)(a), Wis. Stats., of being a child at risk of not graduating from high school and as determined by the school district's at-risk plan.

Non-traditional student means a student that is in a program that by Bureau of Labor Standards is classified as less than 25% of the gender in that program (i.e., a male in a nursing program, a female in a pre-engineering program).

Student with a Disability: A student who meets the definition of being a child with a disability under s.115.76(5) Wis. Stats.:

(5) (a) "Child with a disability" means a child who, by reason of any of the following, needs special education and related services:

1. Cognitive disabilities.
2. Hearing impairments.
3. Speech or language impairments.
4. Visual impairments.
5. Emotional behavioral disability.
6. Orthopedic impairments.
7. Autism.
8. Traumatic brain injury.
9. Other health impairments.
10. Learning disabilities.

Note: Terms and definitions provided by the WI Department of Public Instruction.